

Policies, Procedures, and Practices Affecting the Education of Children Residing in Group Homes

Request for Proposals

October 2001

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This Request for Proposals (RFP) was developed by the School Fiscal Services Division, California Department of Education, 560 J Street, Suite 170, Sacramento CA 95814.

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Policies, Procedures, and Practices Affecting the Education of Children Residing in Group Homes

Request for Proposals (RFP)

I. PURPOSE

Through this Request for Proposals (RFP), the California Department of Education (CDE) invites eligible bidders to submit proposals to conduct a study regarding policies, procedures, and practices affecting the education of children residing in licensed children's institutions (group homes) throughout California. The study will provide specific recommendations to the CDE, the Governor, the Department of Finance, and the Legislature. The study will examine policies, procedures, and practices related to, for example, educational and residential placement, records and information transfer, interagency and inter-jurisdictional relationships, and fiscal arrangements.

Several efforts have been undertaken in the past few years to identify and specify these interrelated issues. These efforts have not provided a detailed "road map" for improving services for group home children. The purpose of this study is to provide such a road map. The primary thrust of the study will be to collect and analyze data on policies and administrative procedures and practices influencing the educational placement of children in group homes. The data collection and analysis must be in sufficient detail to identify problems with the policies, procedures, and practices, to determine the causes and effects of problems identified, and to develop specific recommendations for redesign of the policies, procedures, and practices.

The anticipated start date for the contract is December 3, 2001. The actual start date is contingent upon approval by the Department of General Services. The study will be performed in two phases, with an interim report to be complete by March 1, 2002, after the first phase, and a final report to be complete March 17, 2003, after the second phase. In the response to the RFP, the contractor must develop a preliminary list of issues to be studied and a preliminary study design for data collection and analysis regarding these issues. In the first phase, the contractor must perform an exploratory study to validate and refine the issue list and study design.

In the second phase, the bidder must implement the study design refined during the first phase. The contractor must collect and analyze data about policies and administrative procedures and practices influencing the educational placement of children in group homes. Based on the analysis, the contractor must develop recommendations for changes in policies and procedures. Such changes could include changes in statute, regulations, and administrative policies at the state level; changes in state funding formulas and funding levels; and procedural changes at the state and local levels.

Funding for this study is contingent on action by the state Department of Finance and the Legislature. Assuming favorable action, a total of \$1 million will be available for the study.

II. BACKGROUND

A. Children Residing in Licensed Children's Institutions (LCIs) in California

At any given time, approximately 100,000 of California's children are placed outside of their homes into foster homes or group homes. "Group home" is a term used in the Welfare and Institutions Code to refer to residential facilities serving six or more children. The Education Code uses the term "licensed children's institution" instead of the term "group home." In this RFP, the terms are used synonymously.

Foster care placements are primarily made for the following reasons:

- The child is a dependent of the court because he or she has suffered abuse or neglect, has been abandoned, or is awaiting adoption. County welfare departments oversee placements of children who are dependents of the court.
- The child is a ward of the court because he or she has been involved in a criminal proceeding. County probation departments oversee placements of children who are wards of the court.

Placement of Children in Group Homes

Although most of the 100,000 children in foster care are placed in foster homes, about 12,000 of the children are placed in group homes in order to receive specialized services that group homes offer. Of the children placed in group homes approximately 8,000 are placed by county welfare departments and 4,000 are placed by county probation departments. Some placements are for short periods of time, while others are long term.

In addition, children who are not in foster care may be placed in group homes by local education agencies in order to benefit from specialized services to meet special education needs. These special education placements must comply with California and federal law that establishes procedures for assessing children and developing individualized education programs (IEPs) to serve children with disabilities. Such placements occur specifically for educational reasons rather than for reasons that warrant transfer of custody to social services.

Special education placements may be made with or without the involvement of county mental health departments. If the county mental health department authorizes the placement of a child into a group home as part of the IEP planning process, the county social service department is required to pay for the residential care. If the county mental health department is not involved, the residential services are funded by the local education agency.

The placements authorized by county mental health departments account for approximately 1,000 children currently residing in group homes. The number of children placed by special education programs without the involvement of the county department of mental health is unknown.

Education of Children in Group Homes

Like other children, children in foster care are required to attend school. Foster parents or group home staff are usually responsible for enrolling children in the local public school. Generally, school districts are responsible for educating children who live within their boundaries. If a child has been placed in a group home pursuant to an IEP in a school district different from his/her home district, the home (or sending) school district is financially responsible for the special education services that child receives.

Nearly half of the children in group homes, regardless of the placing agency, are eligible for special education services. They receive special education services at local public schools or at nonpublic schools. However, there are some unique provisions for funding nonpublic school tuition for children in group homes.

Generally, a school district is responsible for funding all services needed by children residing in the district's jurisdiction. The district receives a flat amount per child (the revenue limit plus an allocation for special education) from the state for this purpose. In the case of children residing in group homes who have been placed from outside the district's jurisdiction by non-education agencies, the state funds 100 percent of the excess costs¹ for their education at nonpublic schools, but none of the excess cost if they are educated at a public school. This funding arrangement also applies to children who are placed in group homes located inside the jurisdiction, but for whom parents do not retain responsibility for educational decisions.

Parental Rights Regarding Education

Parental rights to make decisions regarding the education of their children may be taken away by court order. In many cases, however, parents may continue to make educational decisions even if a child is placed in foster care. As a practical matter, it is often difficult for the public agencies involved to locate a parent or to obtain the parent's cooperation in coming to meetings and signing necessary consent forms. Under these circumstances, a foster parent or group home operator might be able to act as the parent in handling a child's educational matters. A social worker or probation officer cannot act as a parent. For children in special education, legal provisions are made for "surrogate parents" in cases where the parent is unavailable.

B. Educational Issues and Concerns Identified in 1998

Legislative staff held a series of meetings in spring 1998 to discuss reform of the group home system. The participants in this process included representatives from various advocacy organizations and state agencies. As a result of these discussions, legislative staff identified the following issues related to provision of education services to children residing in group homes:

1. Transfer of health and education records may be delayed when a child in foster care changes schools as a result of placement or changes in placement. Delays in the transfer of records may result in an inability to make sound decisions for appropriate educational placement,

¹ This refers to costs exceeding the revenue limit.

unnecessary duplication of immunizations and educational assessments, or delays in enrollment. This may be a result of group home administrators not having information needed for the enrollment process and/or delayed transfers of records between schools.

2. Placement of a child in a particular group home may occur without consideration of the educational needs of the child. In particular, a child placed in a group home that is operated in conjunction with a nonpublic school may attend the nonpublic school without regard to his or her eligibility for the special education program that is provided at that school.
3. Agencies that place a child in a group home are required to notify the local education agency (LEA) at the time the child is placed, but sometimes do not do so promptly. In cases where a child is placed in a group home that has its own nonpublic school, the LEA may become aware of the placement only after a significant delay has occurred. When LEAs are not made aware of a child's placement within the district they are unable to evaluate his or her appropriate educational placement—which may be in a public school rather than in a nonpublic school.
4. Without the support of parents or others who might be skilled in representing the child's interests, children in foster care may not have an effective educational advocate to represent their interests regarding appropriate educational placement, access to educational services, transfer of records, and the transfer of credit or partial credit. When administrators of group homes operated in conjunction with nonpublic schools assume this role, there is also a potential conflict of interest because of the financial incentives for keeping children in nonpublic schools.
5. There are fiscal incentives for nonpublic schools and school districts that may interfere with the appropriate placement of children residing in group homes. School districts fund 100 percent of the costs of educational services that the school district provides to children in group homes. In contrast, the state funds 100 percent of the costs for nonpublic school education provided to the same children. School districts fund 100 percent of the costs of administration (developing IEPs, monitoring nonpublic schools, etc.), regardless of where the child receives his or her education.
6. Children residing in group homes who attend the nonpublic schools operated in conjunction with the homes can easily be isolated. They may have limited access to college preparatory or vocational curricula, their IEPs may be incomplete or insufficient, their programs and progress may not be well monitored, and their transition to general education may not be encouraged or planned.

C. Legislative Action in 1998

Legislative action in 1998 addressed a number of the issues and concerns regarding policies and procedures relating to children in group homes. These issues were addressed through both the 1998 Budget Act and Senate Bill 933 (Chapter 311, Statutes of 1998, Mike Thompson).

SB 933

SB 933 established a number of legal mandates intended to ensure a coordinated effort to protect children residing in group homes and secure appropriate, stable placements. The following provisions are especially relevant to this RFP:

Placement Notification of LEA. Welfare and Institutions Code section 48852 mandates that every agency placing a child in a licensed children's institution to notify the LEA (i.e. school district) within five working days from the time a pupil is placed. As part of that notification, the placing agency is required to provide any available information about the child's past educational placements to facilitate prompt transfer of records and appropriate educational placement.

Health and Education Passport. Education Code section 49069.5 addresses the disruption of education for pupils in foster care that results from increased mobility. Whenever an LEA with which a pupil in foster care has most recently been enrolled is informed of the pupil's next educational placement that LEA must cooperate with the county social service or probation department to ensure that the pupil's health and educational records are transferred to the receiving LEA in a timely manner.

At a minimum the LEA must provide the following information to the receiving LEA within five working days of receipt of information regarding the new educational placement of the pupil in foster care:

- The location of the pupil's records.
- The pupil's last school and teacher.
- The pupil's current grade level.
- Any information deemed necessary to enable enrollment at the receiving school, to the extent allowable under state and federal law.

Certification Reviews and Oversight of Nonpublic Schools. Education Code section 56366.8 mandates the CDE to include contracting districts, the Special Education Local Plan Area (SELPA), or the county office of education in certification reviews and complaint investigations of nonpublic schools.

Education Code section 48856 mandates LEAs to invite at least one representative of a non-educational agency that has placement responsibility for a pupil residing in a licensed children's institution to collaborate in monitoring the child's placement in a nonpublic school.

Recommendations to the Judicial Council. SB 933 recommends that the Judicial Council adopt appropriate rules, standards, and forms regarding the educational placement of children placed in foster care. The purpose of the recommendation is to ensure that state courts routinely indicate the party that maintains or assumes the educational rights of a child placed in foster care in order to facilitate the child's prompt educational placement. When the parent maintains educational authority for the child, the parent also has a right to designate another person or entity to maintain educational authority. SB 933 also encourages the Judicial Council to ensure that state

courts consistently authorize the agencies that place children in foster care to receive the children's records.

Local Collaboration. Welfare and Institutions Code section 18987.6 permits counties to provide children with service alternatives to group home care through the development of expanded family-based services programs. In addition, counties may expand the capacity of group homes to provide services appropriate to the changing needs of children in their care. This code section states legislative intent to encourage collaboration among parents, county welfare departments, county mental health departments, county probation departments, county health departments, special education local planning agencies, school districts, and private service providers for the purpose of planning and providing individualized services for children and their families.

Statewide Collaboration. SB 933 also mandates collaborative efforts at the state level, requiring the State Department of Social Services to convene a working group of representatives of County Welfare Directors, the Chief Probation Officers, foster and former foster youth, group home providers, and other interested parties. The working group must develop protocols outlining the roles and responsibilities of placing agencies and group homes regarding emergency and non-emergency placements of foster children in group homes. The protocols must address all of the following:

- Relevant information that placement workers shall provide to group homes about the child and his or her family, including health, mental health, and education information pursuant to Section 16010 of the Welfare and Institutions Code.
- Appropriate orientations to be provided by group homes for foster children and, if appropriate, their families, after a decision to place has been made.
- County and provider responsibilities in ensuring the child receives timely access to treatment and services to the extent they are available and identified in the child's case plan and treatment plan.
- County and provider responsibilities for the periodic monitoring of foster children to ensure the continued appropriateness of the placements and the continued progress toward achieving the case plan and treatment plan goals.
- Appropriate mechanisms, timelines, and information sharing regarding discharge planning.

Prohibition of Designation of Educational Authority as a Condition of Placement. Education Code section 48854 prohibits licensed children's institutions or nonpublic schools from requiring, as a condition of placement, that educational authority for a child be designated to that institution, school, or agency.

1998 Budget Act

The 1998 Budget Act provided funds to expand the Foster Youth Services (FYS) program statewide. All counties are eligible to receive grants. The intent of this grant is to make services available to all children and youth ages 4 to 21 who reside in group homes in every county in California. This program is designed to provide services to children in foster care, facilitate the school enrollment process, fill gaps in education services, and assist in the transition process out of foster care. It is an expansion of a successful six-site program that has provided services to

foster youth for the past 26 years. (More information about this program may be found at http://www.cde.ca.gov/spbranch/essdiv/fysp_index.html).

The 1998 Budget Act also included funds for a contract to determine the strengths and weaknesses of processes and procedures followed in providing educational services to children residing in group homes and to develop recommendations. Details about these studies follow in the next section.

D. Contract Required by the 1998 Budget Act

The CDE issued an RFP in April 1999 for the contract funded in the 1998 Budget Act. The contract was awarded to a team led by the American Institutes for Research. The team's report, released in January 2001, is titled "Education of Foster Group Home Children, Whose Responsibility Is It? Study of the Educational Placement of Children Residing in Group Homes" (<http://www.cde.ca.gov/spbranch/essdiv/lcistudies.pdf>). The study documented the issues with records transfer, placement processes, educational advocacy, and other issues identified by the 1998 working group. (See the section above on Educational Issues and Concerns Identified in 1998.)

Specific conclusions of the study are as follows. (For additional detail, see the full report available on the internet.)

- Responsibility and accountability for assuring that children are receiving appropriate education services need to be more clearly defined and accepted. Systems of support need to be established at the state level, and counties need to be provided funding to carry out these responsibilities locally.
- Improved interagency coordination is needed at both state and local levels. To do this, CDE should establish clear lines of responsibility for development of systems to ensure appropriate education of group home children.
- A statewide data system must be established for accountability purposes and to improve records transfer.
- Overall capacity needs to be improved. Placing agencies need a broader range of residential options. Group home rates should be reviewed to ensure an adequate group home supply. Social worker caseloads need to be lowered.
- Fiscal incentives encouraging identification of students as needing special education and placement in nonpublic schools need to be removed. Mandates to school districts related to providing educational services to group home children should be enforced; measures of accountability should be established.

E. The 2000 Budget Act

The 2000 Budget Act (Item 6110-001-0890, provision 14) included \$1 million in federal funds for a contract to further study issues related to education of children residing in group homes. The specific language is as follows:

“...\$1 million is available, under oversight of the Department of Finance, for administration of an independent evaluation of funding for Licensed Children's Institutions (LCI), including nonpublic school/agency (NPS) services for that population. The evaluation should include, but not be limited to, funding issues resulting from inter-SELPA transfers, the opening of new LCIs or NPSs during the school year and LCI placement practices that may be impacting special education funding.”

This RFP responds to the preceding language. Funding for the contract is contingent upon action of the state Department of Finance and the Legislature to extend the availability of the \$1 million in funding into the 2001-02 fiscal year.

III. SCOPE OF THE STUDY

As indicated in Section II, several efforts have been undertaken in the past several years to identify and specify issues related to education of children in group homes. These efforts have not provided a detailed road map for improving services for group home children. The purpose of this study is to provide such a road map.

As indicated in the Purpose section, the primary thrust of the study will be to collect and analyze data about policies and administrative procedures and practices affecting education of children in group homes. The data collection and analysis must be in sufficient detail to precisely identify problems with the policies, procedures, and practices, to determine the causes and effects of problems identified, and to develop recommendations for redesigning the policies, procedures, and practices.

The study will be performed in two phases. In the first phase, the contractor must perform an exploratory study to validate and refine the preliminary issue list and the study design for the second phase of the study submitted in response to the RFP.

In the second phase, the contractor must implement the study design refined during the first phase. The contractor must collect and analyze data about policies and administrative procedures and practices affecting the education of children in group homes. Based on the analysis, the contractor must develop recommendations for changes in policies, procedures, and practices. Such changes could include changes in statute, regulations, and administrative policies at the state level; changes in state funding formulas and funding levels; and procedural changes at the state and local levels.

The audience for the study includes the CDE, state and local policymakers including the Legislature and state agencies, educators and staff of agencies providing services to children and youth, parents, and others concerned with the education of children residing in group homes.

A. Activities and Timeline

In the response to the RFP, a bidder must submit a proposal that describes the focus and design of both phases of the study. Proposals must also include a preliminary issue list. At a minimum,

the preliminary issue list must address the issues identified in reports cited in this RFP and the issues cited in the 2000 Budget Act language.

In the first phase of the contract, the contractor must perform an exploratory study to validate and refine the preliminary issue list and the study design for the second phase. In the exploratory study, the contractor must research each issue in sufficient depth to describe each issue and to develop a refined plan for collection of detailed information regarding each issue that will support the development of recommendations. In responding to the RFP, a bidder must provide a detailed design for the exploratory study.

At the end of the first phase of the contract, the contractor must submit by February 2, 2002, a draft interim report presenting the work that has been accomplished, the issues to be studied, recommendations for data collection, and the strategies and instruments developed for the conduct of the remaining activities of the study. A final interim report that responds to CDE comments must be submitted by March 1, 2002.

In the second phase of the contract, the contractor must implement the study design refined during the first phase. The study design must focus on analyzing policies and administrative procedures and practices in detail and developing recommendations for redesign of those policies, procedures, and practices. This portion of the study will culminate in a final report that summarizes the results of the study and responds to the questions listed in the next section. The final report must also make detailed recommendations regarding policies, procedures, and practices affecting the education of children residing in group homes. A draft final report must be submitted by December 15, 2002. A final report that responds to CDE comments must be submitted by March 17, 2003.

B. Questions To Be Addressed

As indicated above, responses to this RFP must provide a study design for the second phase. The study design must delineate strategies and methodologies for data collection that acknowledge the complexity of the current system by which educational placements are made, services provided, and collaborations engaged in for children in group homes. It must identify current policies, procedures, and practices to be documented and quantified. The policies, procedures and practices to be studied may include, for example, those related to educational and residential placement, records and information transfer, interagency and inter-jurisdictional relationships, and fiscal arrangements. This study design must address the sensitivity of the data collection process. In responding to this RFP, bidders must specifically identify how the bidder proposes to address the following questions during the second phase of the study:

1. What are the key state and local policies, procedures, and practices that influence the educational placement of children in group homes?
2. What are the strengths and weaknesses in the policies, procedures, and practices in determining the educational placement of children in group homes?

3. What are the causes for, and the magnitude of, any problems identified, and the extent to which each cause contributes to the problem?
4. What are effective options for state action to ameliorate the problems? (Possible state actions could include changes in statute, regulations, and administrative policies, or changes in state funding formulas and funding levels.)
5. What local actions, including procedural changes, could ameliorate the problems?
6. What are the estimated state and local costs and benefits of implementing the different options?

Responses to this RFP must include discussion of any anticipated theoretical or practical problems associated with the completion of each task, and proposed solutions, alternatives, or contingency plans related to these problems as appropriate.

Finally, responses must include discussion of the strategies and procedures that will be used to gain cooperation from respondents and to ensure confidentiality regarding the sources of sensitive information provided by specific agencies and respondents.

C. Roles and Responsibilities of CDE Staff

CDE expects the contractor to work closely with CDE staff assigned to this project. The roles and responsibilities of CDE staff are to meet and confer with the contractor about project implementation on a quarterly basis. Tasks of CDE staff shall include, but not be limited to, the review and approval of the detailed study design for the second phase, study site selections, data collection instrument(s), data analysis techniques, and prepared draft and final reports.

CDE will convene a small advisory group to assist in oversight of the progress of the study. The advisory group will meet, as needed, in conjunction with the quarterly meetings. Members will include representatives from the state Department of Finance and the Legislative Analyst's Office.

The proposal must address how the bidder proposes to collaborate with CDE staff. A bidder must include in project timelines sufficient time for review and comment by CDE staff and advisory group members at various stages of the contract.

D. Stakeholder Group

The contractor must convene a stakeholder group, consisting of 15 to 20 members, which would include representatives from various public agencies at the state and local levels, LCIs and group homes, and advocacy groups. This group would assist the contractor in issue identification and preliminary information gathering about local policies, procedures, and practices. However, the stakeholder group is for information gathering purposes only and stakeholders are not to be involved in any way with making or approving recommendations for the interim or final reports.

A bidder must budget for a minimum of three meetings with the stakeholder group, in Sacramento. The contractor will be responsible for procuring space for the meeting and meeting logistics. The budget must include sufficient funding to pay travel costs for members chosen from communities throughout California. The proposal must include the number and schedule of stakeholder group meetings to be held and a description of how the bidder intends to select stakeholder group members; to use the stakeholder group to enhance the quality of the information collected by the contractor and recommendations; and to present information to, and secure responses from, the stakeholder group throughout the contract period other than at the scheduled meetings.

E. Deliverables

The contractor must provide the deliverables listed below to the contract monitor in the Fiscal Policy Office at the CDE.

1. Monthly written progress reports to accompany monthly invoices. These monthly reports must contain a description of tasks begun, in progress, and completed; where relevant, decisions made and their rationale and problems encountered with proposed solutions; and major activities for the following month.
2. Quarterly written progress reports summarizing the previous three monthly reports. The quarterly reports must also include data and findings from work completed to date and major activities for at least the next three months.
3. Draft and final copies of all memoranda to the field, data collection instruments, and materials intended for use with the agencies and respondents participating in the study. (All such materials must be submitted to CDE at least two weeks before their proposed use and must be approved by CDE prior to their use or release.)
4. On or before February 2, 2002, a draft of the interim report, as described in the Activities and Timeline section, above. The draft must include the executive summary and data collection recommendations. The contractor must submit 20 complete hard copies of the report plus an electronic copy (PDF format). CDE will review this report and provide comments to the contractor for inclusion in the final interim report by February 15, 2002.
5. On or before March 1, 2002, the final interim report. The contractor must submit 20 complete hard copies of the report plus an electronic copy (PDF format).
6. On or before December 15, 2002, a draft of the final report, as described in the Activities and Timeline section, above. The draft must include the executive summary and recommendations. The contractor must submit 20 complete hard copies of the report plus an electronic copy (PDF format). CDE will review this report and provide comments to the contractor for inclusion in the final report by January 15, 2003.
7. On or before March 17, 2003, the final report for transmission to the Governor, the Department of Finance, and the Legislature. The contractor must submit 20 complete hard

copies of the report plus an electronic copy (PDF format).

IV. GENERAL PROPOSAL INFORMATION

A. Eligible Bidders

Public or private corporations, agencies, organizations or associations may submit applications in response to this RFP. Agencies that have an interest in the provision of goods and services to children in foster care are not eligible to bid. The applicant must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). With the exception of bidders whose legal status precludes incorporation (i.e. public agencies, sole proprietorships, partnerships), bidders that are not fully incorporated by the deadline for submitting proposals will be disqualified.

B. Letter of Intent to Submit a Bid

CDE will only accept proposals for which staff of the Fiscal Policy Office have received a faxed or mailed letter of intent to submit a bid by 3:00 p.m. on October 11, 2001.

C. Questions About the RFP

In lieu of a bidder's conference, CDE will respond to questions from bidders. Questions must be mailed or faxed to the address shown on the cover page of this RFP, or e-mailed to cbingham@cde.ca.gov, and received by 3:00 p.m. on November 1, 2001. All questions and responses will be sent via-e-mail to all organizations submitting a Letter of Intent to Submit a Bid.

D. Contract Funding and Time Period

A maximum of \$1 million will be available for the study assuming favorable action by the state Department of Finance and the Legislature. It is anticipated that the contract will begin on approximately December 1, 2001. The final report must be submitted on March 17, 2003. The actual starting and ending dates of the contract are contingent upon approval of the contract by the Department of General Services.

CDE reserves the right to cancel the contract after conclusion of the first phase, or at any time during the contract period, if it believes the contractor has not performed, is not performing, or is unable to perform, as required by the contract.

Issuance of this RFP does not require the CDE to award a contract for this study.

E. RFP Schedule

10/01	RFP is released.
10/11	Letter of Intent to Submit a Bid must be received via fax or mail by 3:00 p.m. for those applicants wishing to continue in the competition.
10/12	Questions on the RFP must be received in writing by 3:00 p.m.
10/16	Responses to all questions submitted will be issued to all bidders.
11/01	Proposals due by 3 p.m.
11/02 - 05	Review and rating of technical proposals.
11/5	Public opening of cost/price proposals at 4:00 p.m.
11/6 - 13	Five-day posting period.
11/13	Notification by mail of the successful bidder.
12/03	Estimated contract start date. (The actual starting date of the contract is contingent upon approval of the contract by the Department of General Services.)

V. PROPOSAL SPECIFICATIONS

A. Submission of Technical Proposals

Submitted proposals must comply with both the requirements specified in this section and the requirements specified in Section C, Technical Proposal. The proposal must demonstrate the bidder's ability to meet all of the qualifications, requirements, and standards specified in this RFP. Each section must be well organized and succinct. Ample detail must be provided about each phase of contract operation so that a complete picture of the strategies, methods and products is presented.

One signed original and nine copies of the technical proposal must be received at this address by 3:00 p.m. on November 1, 2001:

Fiscal Policy Office
School Fiscal Services Division
California Department of Education
560 J Street, Room 170
Sacramento, CA 95814

Incomplete or late proposals will be considered non-responsive and will not be reviewed for funding. They will not be accepted and will be returned to the sender marked "LATE RESPONSE." Bidders are advised to use express, certified, or registered mail. Transmission by electronic mail (modem) or facsimile (fax) is not acceptable.

Submission of a proposal constitutes a release of information and waiver of the individual's right of privacy with regard to information provided in response to the RFP. Ideas and formats presented in any proposal will become the property of the CDE.

Technical proposals must be clearly labeled on the outside of the envelope as follows:

Technical Proposal
Policies, Procedures, and Practices Affecting the Education of
Children Residing in Group Homes

DO NOT INCLUDE ANY FINANCIAL INFORMATION IN THE TECHNICAL PROPOSAL.

B. Disabled Veteran Business Enterprise (DVBE) Participation Goal

Public Contract Code Section 10115 requires that state contracts have participation goals of 3 percent for disabled veteran business enterprise (DVBE) as defined in Military and Veteran Code Section 999 (see Attachment A). In addition, Public Contract Code section 10115.2 requires that contracts be awarded "to the lowest responsible bidder meeting or making good faith efforts to meet these goals."

In order to be responsive to the RFP, the bidder must comply with either (a) or (b) below and so indicate on Attachment 3.

(a) "Meeting the Goal"

Commit to using DVBEs for not less than 3 percent of the contract amount; or

The bidder is a DVBE and will use its own resources for not less than 3 percent of the contract amount.

Compliance with meeting the goal shall be certified by completing the Summary of Participation sheet (Attachment B). Each proposed DVBE must include a copy of the certification letter from the Office of Small Business Certification and Resources (OSBCR).

(b) Making a "good faith effort" to meet the goals by doing *all* of the following:

Contact CDE's Contracts Office at (916) 322-3050 for assistance in identifying potential DVBEs that could provide goods/services applicable to this contract.

Contact other state and federal government agencies and local DVBE organizations to identify potential DVBEs that could provide goods/services applicable to this contract (see Attachment D).

Advertise in trade papers and papers focusing on DVBEs for a period of at least 14 days prior to the due date for the proposal.

Send solicitations to DVBEs potentially qualified to provide goods/services under this contract with sufficient lead time to allow full consideration of responses.

Fully consider responses from DVBEs for participation in this contract.

Compliance with "good faith effort" shall be documented by completion of Attachment C indicating dates, times, contract names for agencies contracted; names of papers used, dates of advertising, and copy of the advertisement; names of potential DVBEs solicited and date(s) of solicitation; and names of those considered for participation, and if applicable, the reasons for non-selection. In addition, compliance requires completing the Summary of Participation sheet (Attachment B). Each proposed DVBE must include a copy of the certification letter from the OSBCR.

Attachment B must include the name and the location of the place of business of each subcontractor certified as a disabled veteran business enterprise who will perform work, or labor, or render service in connection with the performance of the contract, and who will be used to fulfill disabled veteran business enterprise participation goals. The bidder shall list only one subcontractor for each portion of work identified by the bidder.

Final determination of either "goal attainment" or "good faith effort" by the bidder shall be at the sole discretion of the California Department of Education.

C. Technical Proposal

The technical proposal must be presented in a narrative form demonstrating ability to meet all qualifications, requirements, and standards specified in this RFP. Each copy of the proposal must contain the sections listed below. Do not attach pamphlets, letters of support (except from any proposed subcontractors) or other items that are not specifically requested in this section.

Proposals are limited to 35 double-spaced pages, in no smaller than 10-point font, to describe the scope of work for the proposed contract period. The 35-page limit applies to the sections on general approach, detailed study design, work plan, management and staffing (excluding personnel résumés), and related experience. Each page of the proposal must be numbered consecutively at the bottom of the page. Each of the copies must be stapled in the upper left-hand corner.

1. The **Cover Letter** must be signed by the individual qualified to make the offer to perform the work described. In the case of organizations, an individual signing this letter must indicate his or her position title, certifying that he or she is authorized to make the offer on behalf of

the organization.

2. The **Table of Contents** must identify major points of discussion by page.
3. The **General Approach** must provide an overview of the approach to be taken in providing the services described in the scope section of this RFP.
4. The **Detailed Study Design** must provide an extensive description of the approach the contractor proposes to use to address the questions identified in the Questions To Be Addressed section of this RFP. The description must provide sufficient detail for proposal reviewers to assess the proposed overall approach.

At a minimum, a bidder must provide:

- A preliminary issue list.
 - A detailed study design for the exploratory study.
 - A study design for the second phase of the project that includes:
strategies and methodologies for data collection,
current practices and procedures to be documented and quantified,
discussion of the sensitivity of the data collection process, and
how the bidder proposes to address the questions described in the Questions To Be Addressed section of this RFP.
 - A discussion of any anticipated theoretical or practical problems associated with the completion of each task, and proposed solutions, alternatives, or contingency plans related to these problems as appropriate, for both phases of the contract.
 - A discussion of the strategies and procedures that will be used to gain cooperation from respondents and to ensure confidentiality regarding the sources of sensitive information provided by specific agencies and respondents, for both phases of the contract.
5. The **Work Plan** must describe in detail the tasks and activities to be undertaken in each phase of the project as identified in the Activities and Timeline section of this RFP. A bidder must relate the work plan to the questions identified in the Questions To Be Addressed section of this RFP.

The Work Plan section must also cover:

- How the bidder proposes to collaborate with CDE staff
 - How the bidder intends to select stakeholder group members; to use the stakeholder group to enhance the quality of the information collected by the contractor; and to present information to, and secure responses from, the stakeholder group throughout the contract period other than at the scheduled meetings, consistent with Part III, Section D.
6. The **Management and Staffing** section must present a plan for the internal management of contract work that will ensure accomplishment of the tasks. This section of the proposal must include the following information:
 - A staff organizational plan/chart for the study that identifies, by name, staff to be assigned to the project and shows the project's relationship to the company's structure.
 - The amount of time to be devoted to each task.

- Lines of responsibility and approval authority.
- The name of the person to act as project director.
- A clear description of the relationship of each position to the work plan and the amount of time each staff person will spend on the project.
- Identification of the individuals proposed to fill professional positions with accompanying résumés that are sufficiently detailed to allow an evaluation of the person's competency and expertise.

If a subcontractor will be used, this section must include letters of commitment from the subcontractor(s) and documentation of ability to fulfill the scope of work. The letters must specify the tasks to be performed by the subcontractor. Résumés must be provided for professional positions that are sufficiently detailed to allow an evaluation of the person's competency and expertise.

Do not include any subcontractor rate information in the technical proposal.

7. The **Related Experience** section must describe the experience of the bidder in providing services required, including discussion of previous related work. This section must address the following specific experience and expertise requirements.

The bidder must show clear evidence of a minimum of two years of experience (one of which must be within the last three years) in the development of projects similar to that described in this RFP.

The bidder must show clear evidence that the project manager, any subcontractor(s) collecting research data, all key staff including chief investigators, and researchers assigned to this project have at least two years' experience in carrying out their proposed responsibilities for projects of comparable scope and size in California public agencies.

In addition, a qualified bidder or personnel assigned to the study must have knowledge of, and experience with, the following:

- Analysis and design of business processes in the private and public sectors.
- Policy analysis related to education, health, social services, and youth justice programs.
- Performance of quantitative and qualitative research in public and nonpublic schools and in special education.
- Performance of quantitative and qualitative research in health, social services, and youth justice programs.
- Qualitative research, especially survey, on-site observational, interview, case study, and focus group methodologies.

8. The **Examples of Previous Work** section must describe at least two studies performed by the bidder that will demonstrate the bidder's capability to perform the work required in this RFP. These two studies must be of comparable size and scope to the work in this RFP. A bidder must provide at least three copies of final reports of these studies with the technical proposal.

9. The **References** section must include at least three client reference letters relevant to the scope and complexity of the services required by this RFP. These reference letters must include a description of the services performed, the date of these services, and the name, address, and current telephone number of the client reference.

This section must also include a listing of contracts undertaken within the past three years for the CDE as well as for all other California state and local government agencies. Each entry must indicate the dates of service and the name, address, and current telephone number of the client reference.

10. The **Nondiscrimination Compliance Statement (STD. 19)** must be signed and dated with an original signature with each copy of the proposal (Attachment 1).
11. The **Small Business Preference Sheet** must be completed (Attachment 2). If the preference is being claimed, include a copy of the certification letter from OSBCR.
12. The **Disabled Veteran Business Enterprise (DVBE)** attachments (Attachments 3, B and C) must be completed in accordance with instructions. In addition, a copy of the certification letters from OSBCR must be included for each DVBE listed on Attachment B.
13. The Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (Attachment 4) must be signed and submitted.
14. The Drug-Free Workplace Certification (Attachment 5) need not be completed and returned with the proposal. However, certification is a condition of receipt of the contract.

D. Cost/Price Proposal

One signed original and nine copies of the cost/price proposal must be submitted in a separate, sealed envelope at the same time and place as the technical proposal. The outside of the sealed envelope containing the cost/price proposal must read:

Cost/Price Proposal
Policies, Procedures, and Practices Affecting the Education of
Children Residing in Group Homes

Do not open before November 5, 2001, 4:00 p.m.

The cost/price proposal must contain, at a minimum, all of the following information:

1. Labor cost detail, including hourly or billing rates for all personnel and the total number of hours projected for each phase of the project.

2. Operating expense detail for line items of \$500 or more including travel, software, and the bidder's indirect costs for the proposed activities. (Please note that this contract does not allow for the purchase of equipment.)
3. Identification of costs by task and the total for the entire project.
4. Any subcontractor expenses, displayed in the same manner as the preceding.

VI. MONITORING

For the duration of this contract, the contractor must plan for quarterly meetings in Sacramento with staff from the Fiscal Policy Office monitoring the contract. Staff from the CDE advisory group may also attend these meetings. The purpose of the meetings is for the contractor to provide written and verbal reports about the progress of the contract to ensure that timelines are being met, to cooperatively resolve issues as they arise, and to share information pertinent to the studies. In addition, the contractor must submit monthly progress reports of activities in conjunction with monthly invoices.

VII. CONTRACT TERMS AND REQUIREMENTS

A. Compensation

Payments will be made in arrears on a monthly basis upon receipt of an itemized invoice and a progress report of activities. The State shall retain from each payment an amount equal to 10 percent of the payment. Release of the 10 percent is contingent upon the contractor's satisfactory completion, and CDE's acceptance, of all of the work required under the contract. Final payment will not be made until acceptance of satisfactory contracted work and completion of a Std. 4 Contract/Contractor Evaluation by the state contract monitor.

All travel costs shall be reimbursed at rates not to exceed those established for CDE's non-represented employees computed in accordance with and allowable pursuant to applicable Department of Personnel Administration regulations. (See Attachment 6.)

Surplus funds from a given line item of the budget, up to 10 percent of that line item, may be used to defray allowable direct costs under other budget line items with prior CDE approval. Any budget line item change of more than 10 percent requires a contract amendment and approval by the State Department of General Services. Changes cannot be made which increase the rates of reimbursement.

B. Contract Requirements Related to DVBE Participation Goal

Substitution

If awarded the contract, the successful bidder must use the DVBE subcontractors and/or supplier(s) in its proposal unless the contractor requested substitution via prior written notice to the CDE. Substitution of another person as a subcontractor is required in any of the following situations:

- When the subcontractor listed in the bid, after having had reasonable opportunity to do so, fails or refuses to execute a written contract, when written contract based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor.
- When the listed subcontractor becomes bankrupt, or insolvent, or goes out of business.
- When the listed subcontractor fails or refuses to perform the contract.
- When the listed subcontractor fails or refuses to meet the bond requirements of the prime contractor.
- When the prime contractor demonstrates to the CDE that the name of the subcontractor was listed as result of an inadvertent clerical error.
- When the listed subcontractor is not licensed pursuant to the Contractor's License Law, if applicable, or any applicable licensing requirement of any regulatory agency of the State of California.
- When the CDE determines that the work performed by the listed subcontractor is substantially unsatisfactory, and not in substantial accordance with the plans and specifications, or that the subcontractor is substantially delaying or disrupting the progress of work.

The request and the state's approval or disapproval is *not* to be construed as an excuse for noncompliance with any other provision of law, including, but not limited to, the Subletting and Subcontracting Fair Practices Act or any other contract requirements relating to substitution of subcontractors.

Failure to adhere to at least the DVBE participation proposed by the successful bidder may be cause for contract termination and recovery of damages under the rights and remedies due the State under the default section of the contract.

Reporting

The contractor must agree to provide reports of actual participation by DVBEs (by dollar amount and category) as may be required by the CDE to document compliance.

Compliance Audit

The contractor must agree that the State, or its designee, will have the right to review, obtain, and copy all records pertaining to the performance of the contract. The contractor must agree to provide the State, or its designee, with any relevant information requested and shall permit the State, or its designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees, inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose

of determining compliance with this requirement. The contractor must further agree to maintain such records for a period of five years after final payment under the contract.

C. Staff Hiring and Replacement

The contractor will be required to confer with and to obtain prior approval from the CDE contract monitor before hiring or otherwise changing professional project personnel.

D. Ownership of Materials

The information collected, the data collection instruments used, the reports prepared and submitted to the CDE, and all other materials developed under the terms of this agreement will become the property of the CDE. Any use of these materials by the contractor for reasons separate from completion of contract requirements, during or subsequent to the contract period, may be done only with written permission of the CDE. It is incumbent upon the contractor to secure this permission. The CDE reserves the exclusive right to copyright such material and to publish, disseminate and otherwise use materials developed under the terms of this contract.

The contractor, in conjunction with CDE staff, may publish the results of this work in professional journals or present the results at conferences and meetings. However, such publications or presentations must occur only after involvement and discussion with the CDE to ensure appropriate protection of all organizations and individuals involved, as well as appropriate timing of the release of information.

E. Retention of Records

The contractor shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the contractor shall keep them available during the contract period and thereafter for five full years from the date of the final payment. The CDE must be permitted to audit, review, and inspect the contractor's activities, books, documents, papers and records during progress of the work and for five years following final payment.

F. Purchase of Equipment

The purchase of equipment will not be reimbursed under the terms of this contract.

G. National Labor Relations Board Certification

By signing the contract, the contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the contractor within the immediately preceding two-year period because of the contractor's failure to comply with an order of a Federal Court which orders the contractor to comply with an order of the National Labor Relations Board. (Not applicable to public agencies.)

H. Anti-trust Claims (Government Code Sections 4552-4554)

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Section 15) or under the

Cartwright Act (Chapter 2) commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code, arising from purchases of goods, materials or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action.

I. Recycled Paper Certification (Public Contract Code Sections 10308.5/10354)

By signing the contract, the contractor agrees to certify in writing to the CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post-consumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200, in materials, goods or supplies offered or products used in the performance of the contract, regardless of whether the product meets the required recycled product percentage as defined in sections 12161 and 12200. The contractor may certify that the product contains zero recycled content.

J. Air or Water Pollution Violations (Government Code Section 4477)

By signing the contract, the contractor swears under penalty of perjury that the contractor is not (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to a cease-and-desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibition; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. This provision does not apply to public agencies.

K. Child Support Compliance Certification (Public Contract Code Section 7100)

By signing this agreement, the contractor acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and

is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

L. Computer Software Copyright Compliance

By signing the contract, the contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

M. Union Organizing and Activities

By signing the contract, the contractor acknowledges the applicability to the contract of Government Code Section 16645 through Section 16649. Contractor will not assist, promote or deter union organizing by employees performing work on a state service contracting, including a public works contract. No state funds received under this agreement will be used to assist, promote or deter union organizing. Contractor will not, for any business conducted under this agreement, use any state property to hold meetings with employees or supervisors if the purpose of such meetings is to assist, promote or deter union organizing, unless the state property is equally available to the general public for holding meetings. If the contractor incurs costs or makes expenditures to assist, promote or deter union organizing, the contractor will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs. The contractor shall provide these records to the Attorney General upon request.

By signing the contract, the contractor certifies that no request for reimbursement or payment under this agreement will seek reimbursement for costs incurred to assist, promote or deter union organizing.

VIII. EVALUATION PROCESS

Each proposal will be evaluated to determine responsiveness to the requirements and standards as described in this RFP. The CDE reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this RFP. The selection process complies with the requirements for competitive bidding in the Public Contract Code Section 10344(b) requiring prospective bidders to submit their technical proposals and cost/price proposals in separate sealed envelopes.

Each technical proposal will be opened and evaluated using a two-step process. Step I consists of three parts. The initial two parts of the first step pertain to proposal requirements (Part 1) and minimum qualifications (Part 2). Proposals will be evaluated on a yes/no basis for all criteria in these two parts of Step I (see Section X for the rating criteria). Receipt of a “no” will result in elimination of the proposal from further consideration. Step I, Part 3, technical proposal evaluation, will yield numeric score ratings. A review panel will rate proposals on the specified criteria (see Section X). Any technical proposal receiving a rating of less than 99 points will be rejected.

The second step (Step II) of the process is the public opening of the envelope containing the cost/price proposal. Only those bidders with technical proposals passing the first step of the process will have their envelopes opened and read. Opening of the cost/price proposals will occur on November 5, 2001. The Small Business preference will be computed if required documentation is included in the proposal and adjustments to bid prices will be made accordingly.

The contract will be awarded to the lowest responsible bidder meeting the specifications as described above.

A notice of the proposed contractor to receive the award will be posted for five working days beginning September 13, 2001 at the CDE Cashier's Office, 515 L Street, Second Floor. After the five-day notice has been completed, the proposed awardee will be formally notified by mail. During the same period, proposals and rating sheets will be available for public inspection at the Fiscal Policy Office.

IX. CONTRACT AWARD PROTEST PROCEDURES

If prior to the formal award, any bidder files a protest with the Department of General Services against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. Within five days after filing the protest, the protesting bidder shall file with the Department of General Services a full and complete written statement specifying the grounds for protest. Protests shall be limited to those specified in Public Contract Code Section 10345. (Attachment 7 describes the protest procedures to be followed by a bidder filing a protest.)

X. RATING CRITERIA AND EVALUATION FORM

Company Name

CDE staff will complete this form.

Step I, Part 1. Adherence to Proposal Requirements

These items will be rated on a Yes/No basis. "No" on any item eliminates the proposal from further consideration.

- _____ 1. Letter of Intent to Submit a Bid received by the deadline.
- _____ 2. One original and nine copies of the technical proposal and sealed envelope containing the separate cost/price proposal received by the deadline.
- _____ 3. Copies of the cost/price proposal submitted in a separate, sealed envelope.
- _____ 4. Required forms submitted with each copy of the technical proposal:
 - ☐ Nondiscrimination Compliance Statement (Attachment 1) completed with original signatures on each copy.
 - ☐ Small Business Preference Sheet (Attachment 2) completed and a copy of the OSBCR certification letter included if the preference is being claimed.
 - ☐ Disabled Veteran Business Enterprise (DVBE) attachments.
 - ☐ Attachment 3
 - ☐ Attachment B
 - ☐ Attachment C
 - ☐ Certification letter for each DVBE listed in Attachment B
 - ☐ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (Attachment 4).
 - ☐ Drug-Free Workplace Certification (Attachment 5). (Note: This form need not be completed and returned with the proposal. However, certification is a condition of receipt of the contract.)
- _____ 5. Technical proposal is no more than 35 double-spaced pages, in no smaller than 10-point font, and meets any other format requirements presented in this RFP.
- _____ 6. Technical proposal includes all required sections and/or topics:
 - ☐ Cover Letter signed by an authorized representative
 - ☐ Table of Contents
 - ☐ General Approach
 - ☐ Detailed Study Design
 - ☐ A preliminary issue list.
 - ☐ A detailed study design for the exploratory study.
 - ☐ A study design for the second phase of the project that includes: strategies and methodologies for data collection, current practices and procedures to be documented and quantified, discussion of the sensitivity of the data collection process, and

how the bidder proposes to address the questions described in the Questions To Be Addressed section of this RFP.

- A discussion of any anticipated theoretical or practical problems associated with the completion of each task, and solutions, alternatives, or contingency plans related to these problems should be proposed as appropriate, for both phases of the contract.
- A discussion of the strategies and procedures that will be used to gain cooperation from respondents, to ensure confidentiality regarding the sources of sensitive information provided by specific agencies and respondents, for both phases of the contract.
- Work Plan
 - Timeline displaying proposed task initiation and completion dates, responsible personnel, and levels of effort (i.e., hours) by task for proposed personnel
 - How the bidder proposes to collaborate with CDE staff
 - How the bidder intends to select stakeholder group members; to use the stakeholder group to enhance the quality of the information collected by the contractor; and to present information to, and secure responses from, the stakeholder group throughout the contract period other than at the scheduled meetings
- Management and Staffing
 - A staff organizational plan/chart for the study that identifies, by name, staff to be assigned to the project and shows the project's relationship to the company's structure
 - The amount of time to be devoted to each task
 - Lines of responsibility and approval authority
 - The name of the person to act as project director
 - Description of the relationship of each position to the work plan and the amount of time each staff person will spend on the project
 - Identification of the individuals proposed to fill professional positions
 - Résumés for all individuals proposed to fill professional positions that are sufficiently detailed to allow an evaluation of the person's competency and expertise
 - Letters of commitment from subcontractor(s) that specify the tasks to be performed by the subcontractor and document the subcontractor's ability to fulfill the scope of work
- Related Experience
 - Description of two studies performed by the bidder and three copies of final reports from these studies
 - Three client reference letters relevant to the scope and complexity of the services required by this RFP that include a description of the services performed, the date of these services, and the name, address, and current telephone number of the client reference
 - Listing of contracts undertaken within the past three years for the CDE as well as for all other California state and local government agencies, with the dates of service and the name, address, and current telephone number of the client reference

Step I, Part 2. Minimum Qualifications

These items will be rated on a Yes/No basis. "No" on any item eliminates the proposal from further consideration.

- _____ 1. The bidder has a minimum of two years of experience (one of which must be within the last three years) in implementing projects similar to the studies described in this RFP.
- _____ 2. The project manager, any subcontractor(s) collecting and/or analyzing research data, all key staff including chief investigators, and researchers assigned to this project have at least two years' experience in carrying out their proposed responsibilities for projects of comparable scope and size in California public agencies.
- _____ 3. The bidder or personnel assigned to the study has knowledge of, and experience with, the following:
 - Analysis and design of business processes in the private and public sectors.
 - Policy analysis related to education, health, social services, and youth justice programs.
 - Performance of quantitative and qualitative research in public and nonpublic schools and in special education.
 - Performance of quantitative and qualitative research in health, social services, and youth justice programs.
 - Qualitative research, especially survey, on-site observational, interview, case study, and focus group methodologies.

Step I, Part 3. Technical Proposal Evaluation Criteria

A panel will review the technical proposals on the criteria listed below. Proposals will be scored based upon the adequacy and thoroughness of their response to the RFP requirements. A total score of 110 points is possible. Any proposal receiving fewer than 99 points will be rejected.

1. Understanding of the Project (10 points)
 - a. Degree of understanding of the purpose and scope of the study (5 points).
 - b. Degree of understanding of the complexity of the current system by which educational placements are made, services provided, and collaborations engaged in for children in group homes (5 points).
2. Technical Quality of Proposal (60 points)
 - a. Appropriateness and comprehensiveness of the general approach and detailed study design in addressing the programmatic issues to be studied and in identifying appropriate data collection and analysis methodologies for each phase of the project (20 points).
 - b. Degree to which conceptual or methodological issues are addressed, and proposed solutions are sound (10 points).
 - c. Adequacy of proposed techniques to comprehensively and rigorously address the questions identified in the RFP (10 points).
 - d. Adequacy with which the bidder addresses the strategies and procedures that will be needed to gain cooperation from respondents, to ensure confidentiality regarding the sources of sensitive information provided by specific agencies and respondents, and to ensure security and confidentiality (5 points).
 - e. Clarity and feasibility of the work plan to accomplish the required tasks in each phase of the project; provide for the required deliverables within the specified timeline; interact with CDE staff and the stakeholder group; address the design of the study, programmatic issues, and confidentiality issues (15 points).
3. Adequacy of Management and Staffing Plan (10 points)
 - a. Quality of the overall project and company management plans, the degree to which they ensure the efficient operation of the project to fulfill the contract requirements and accomplish project tasks, including lines of responsibility and approval authority, the name of the person to serve as project director, and reporting relationships within the project and the company (5 points).
 - b. Quality and appropriateness of the project organizational and staffing plans and the extent to which they reflect adequate time commitment to each task, name assigned project staff for each task, draw upon staff's similar past experience to undertake assigned tasks, and

indicate the relationship of each position to the work plan as illustrated in the staff organizational chart (5 points).

4. Experience and Expertise of Proposed Staff (15 points)

- a. Appropriateness and applicability of the experience and expertise of proposed staff for the design and implementation of this project, including knowledge and experience as identified in the Related Experience section (5 points).
- b. Extent to which the résumés of proposed staff to fill professional positions allow for evaluation of the competency, experience, and expertise of these individuals (5 points).
- c. Extent to which the Related Experience section adequately describes the experience of the bidder in providing the services required in this RFP, and the extent to which it addresses the specific experience and expertise requirements described in this RFP (5 points).

5. Previous Work and References (15 points)

- a. Quality of the previous work samples submitted and the degree to which they reflect sound organization, clear logic, overall readability, and relevance to the proposed project, and the extent to which problems are clearly stated, alternatives explored, and logical solutions presented (10 points).
- b. The strength of client references, and relevance of the work performed to the scope and complexity of the work required by this RFP, and the completeness and relevance of references including a description of the services performed, the date of these services, and the purpose for which the services were rendered (5 points).

Attachment 8**Policies, Procedures, and Practices Affecting the Education of
Children Residing in Group Homes****Letter of Intent to Submit a Bid**

This letter of intent must be submitted to continue in the competitive process for the study on policies, procedures, and practices affecting the education of children residing in group homes advertised in the California State Contracts Register. Proposals will be accepted only if a letter of intent has been received. This letter of intent must be received by mail or fax no later than 3:00 p.m. on October 11, 2001 at the address below.

I/We intend to submit a bid for the study on policies, procedures, and practices affecting the education of children residing in group homes.

Name of Firm: _____

Individual Contact: _____

Address: _____

Phone #: _____ Fax #: _____

E-mail Address: _____

Signature of Bidder:

Date of Submission

Title of Bidder

Send to:

Fiscal Policy Office
School Fiscal Services Division
California Department of Education
560 J Street, Room 150
Sacramento, CA 95814
(916) 323-8068
Fax: (916) 322-5102